

**JUDICIAL INFORMATION SYSTEMS ~ TRIAL COURT SYSTEM (TCS)**  
**Mandatory Data Entry For Meaningful Events in Juvenile Delinquency Proceedings (DL)**  
**(Effective 01-01-05)**

TYPE OF PROCEEDINGS (PER PETITION)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Juvenile removed from home	EDIT EVENT	PCN	Placement: Type Custody = Y Facility	P4: Section E
Juvenile returned to home	EDIT EVENT	PCN	Placement: Type Custody = N Party	P4: Section E
Initial Petition filed	EDIT CASE & PARTY		Filed Date; Offense Date; Offense Location; Petitioner; CTN; Complaint Number; Offense Codes	P1: Section E, Line 2 P2: Section E, Line 24 (if Legal Status=blank)
	EDIT EVENT	PET		<i>None</i>
Supplemental Petition filed	EDIT EVENT	SUP		<i>None</i>
Preliminary Inquiry Held MCR 3.903(A)(22) and MCR 3.932	EDIT EVENT	INQ	Jurist Legal Status: N/A Dsp Field: Blank unless disposed at this hearing	AR: Line 1 (DL) P2: Section E, (if disposed)
Entry of signed Order Following Preliminary Inquiry JC 10	EDIT EVENT	OFIQ	Date of Entry of order Jurist	

P1 = Caseload Report, Part 1  
P2 = Caseload Report, Part 2

Page 1 of 14

P4 = Caseload Report, Part 4  
AR = Quarterly Activity Report

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Preliminary Hearing Held MCR 3.935	EDIT EVENT	PRH	Jurist Legal Status: CTS or PRO if placed on consent calendar Dsp Field: Blank unless disposed at this hearing	AR: Line 2 (DL) P2: Section E (if disposed) P2: Section E, Line 21 if CTS or PRO is entered
Order Following Preliminary Hearing	EDIT EVENT	OFPH	Date of Entry of Order Jurist	
Arraignment MCR 3.951(B)	EDIT EVENT	ARR	Jurist Legal Status: N/A	AR: Line 17 (DL)
Petition Authorized by Court MCR 3.932(D)/3.935(B)(7)  <i>Form JC 04, Paragraph 8, check box "is" authorized checked and signed by Judge or Referee</i>	EDIT PARTY*		Authorization Date; Jurist *An event of AUT/Petition Authorized will be created	P4: Section E
	-or-			
	EDIT EVENT	INQ PRH -or- ARR	Jurist Result: AUT Legal Status: N/A	

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Motion Hearings	EDIT EVENT	MOH WKH	Case must be at "Open" status Jurist Legal Status: N/A	AR: Line 4
			Case must be at "Adju" status Jurist Legal Status: N/A	AR: Line 9
Pre-trial MCR 3.922	EDIT EVENT	PTH	Jurist Legal Status: N/A	AR: Line 3
Plea of Admission/No Contest Hearing MCR 3.941	EDIT EVENT	ADH -or- FOH	Legal Status* : TWC, TWS or TWA -OR- If the juvenile is not made a temporary ward of the court, but placed on probation use CTS or PRO *(Enter only if the juvenile's legal status is blank or there is a change in the legal status) - AND -	P2: Section E, Lines 21, 22 AR: Line 5 (DL)
			Jurist Dsp Field: AAL, NOC, FPC	P2: Section E, Line 3 (DL)
Entry of signed Order Following Adjudication (JC 59) or Record of Trial/Plea (JC 13)	EDIT EVENT	OFAH Or RTP <i>Event follows ADH or FOH</i>	Date of entry of order Jurist	

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TYPE OF PROCEEDINGS (PER PETITION)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Bench Trial MCR 3.903(A)(26) and 3.942	EDIT EVENT	TRLN	Legal Status*: TWC, TWS or TWA <b>-OR-</b> If the juvenile is not made a temporary ward of the court, but placed on probation use CTS or PRO <i>*(Enter only if the juvenile's legal status is blank or there is a change in the legal status) -AND-</i>	P2: Section E, Lines 21, 22 AR: Line 6 (DL)
			Jurist Dsp Field: FPC, GTY	P2: Section E, Line 2 (DL)
	EDIT EVENT	TRLN	Legal Status: N/A <b>-AND-</b>	AR: Line 6 (DL)
			Dsp. Field: NFPC, NGTY, NGI, GMI <b>-AND-</b>	P2: Section E, Line 2
		CLOC	if disposition is NFPC, NGTY, NGI, or GMI	P4: Section E
Entry of signed Order Following Adjudication (JC 59) or Record of Trial/Plea (JC 13)	EDIT EVENT	OFAH Or RTP <i>Event follows TRLN event</i>	Date of entry of order Jurist	

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Jury Trial MCR 3.903(A)(26) and 3.942	EDIT EVENT	TRLJ	Legal Status*: TWC, TWS or TWA <b>-OR-</b> If the juvenile is not made a temporary ward of the court, but placed on probation use CTS or PRO <i>*(Enter only if the juvenile's legal status is blank or there is a change in the legal status) - AND -</i>	P2: Section E, Line 21, 22 AR: Line 7 (DL)
			Jurist Dsp Field: FPC, GTY	P2: Section E, Line 1 (DL)
	EDIT EVENT	TRLJ	Legal Status: N/A <b>-AND-</b>	AR: Line 7 (DL)
			Dsp. Field: NFPC, NGTY, NGI, GMI <b>-AND-</b>	P2: Section E, Line 1
		CLOC	if disposition is NFPC, NGTY, NGI, or GMI	P4: Section
Entry of signed Order Following Adjudication (JC 59) or Record of Trial/Plea (JC 13)	EDIT EVENT	OFAH Or RTP <i>Event follows TRLJ event</i>	Date of entry of order Jurist	

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Prosecutor Wavier MCR 3.935	EDIT EVENT	PRH or ANY VALID HEARING	Jurist Dsp. Field: PWAV Legal Status: N/A	P2: Section E, Line 4 AR: Line 2 (or line associated with valid hearing) (DL only)
		CLOC		P4: Section E
Traditional Waiver MCR 3.950(D)(1)	EDIT EVENT	FPH	Jurist Dsp. Field: N/A Legal Status: N/A	AR: Line 12
Traditional Waiver MCR 3.950(D)(2)		SPH	Jurist Dsp. Field: TWAV Legal Status: N/A	P2: Section E, Line 5 P4: Section E (if petition authorized before waiver) AR: Line 13
Nolle Prosequi	EDIT EVENT	NOP	Jurist Dsp. Field: DIS Legal Status: N/A	P2: Section E, Line 6 (DL)
		CLOC		P4: Section E (if petition authorized prior to Nolle Pros.)

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Dismissed by Court	EDIT EVENT	INQ PRH TRLN or DSP	Jurist Dsp Field: DIS Legal Status: N/A	P2: Section E, Line 7 (DL) AR: Line 1, 2, 6 or 8
		CLOC		P4: Section E (if petition authorized prior to dismissal)
Consent Calendar MCR 3.932(C)	EDIT EVENT	ANY VALID HEARING TYPE	Jurist Dsp Field: CCP Legal Status: N/A	P2: Section E, Line 8 AR: Line associated with hearing event type code
		OCCP		P4: Section E (if petition authorized prior to consent calendar probation)
Transferred MCR 3.926	EDIT EVENT	ANY VALID HEARING TYPE	Jurist Dsp Field: TTC, TRS, CHV Legal Status	P2: Section E, Line 9 AR: Line associated with event type code
		CLOC		P4: Section E (if petition authorized before transfer)

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TYPE OF PROCEEDINGS (PER PETITION)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Diversion/Not Authorized MCR 3.932 (A)	EDIT EVENT	ANY VALID HEARING TYPE	Jurist Dsp Field: DVT or NAP Legal Status: N/A	P2: Section E, Line 10 AR: Line associated with event type code
		CLOC		
Designation Granted MCR 3.952(D)	EDIT EVENT	DSG	Jurist Dsp Field: DGT Legal Status: N/A	P2: Section E, Line 11 P4: Section E AR: Line 17
		CLOC	On petition that designation was granted	
Inactive Status	EDIT EVENT	BWI*	Legal Status: N/A Dsp Field: Blank *Prior to Disposition	P2: Section E, Line 12 (DL)
		Any Hearing Event and	Jurist Dsp. Field: INA Legal Status: N/A	AR: Line associated with hearing event type code (DL)
		FAIC		P4: Section E (if petition authorized before placing on inactive status)(stops petition aging until INA or BWI removed)



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Not Charged	EDIT EVENT	Any  CLOC	Jurist Dsp. Field: NCH Legal Status: N/A	P2: Section E, Line 13
Original Dispositional Hearing MCR 3.943	EDIT EVENT	DSP	Jurist Legal Status: None, unless different from current legal status on juvenile's file	AR: Line 8
Entry of signed initial Order of Disposition, (Delinquency Proceedings) Form = JC 14 MCR 3.943(E)	EDIT EVENT	OFID <i>Event follows DSP event</i>	Date order is signed Jurist Event follows DSP event	P4: Section E (DL)
Entry of signed initial Order of Disposition/Commitment or Referral to Family Independency Agency (Delinquency Proceedings) Form = JC 25 MCR 3.943(E)	EDIT EVENT	OJC <i>Event follows DSP event</i>	Date of Entry of Order Jurist	P4: Section E (DL)

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TYPE OF PROCEEDINGS (PER PETITION)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Dispositional Review Hearing Held MCR 3.945(A)(1) <i>General Periodic Review for juveniles in in-home placement, interval designated by the court.</i>	EDIT EVENT	RVH	Jurist Legal Status: N/A unless there is a change in the current legal status on the juvenile's file.	AR: Line 17
Entry of signed Order Following Review Hearing JC 57	EDIT EVENT	OFRV <i>Event follows RVH event</i>	Date of Entry of Order Jurist	
Dispositional Review Hearing MCR 3.945(A)(2) <i>182 days hearings for juveniles in out-of-home placement. Also used for hearings held before move to more restricted placement.</i>	EDIT EVENT	DRH	Jurist Legal Status: N/A unless there is a change in the current legal status on the juvenile's file	AR: Line 10
Entry of Signed Order Following Review Hearing JC 57	EDIT EVENT	OFRV <i>Event follows RVH Event</i>	Date of Entry of Order Jurist	
Probation Violation Hearing MCR 3.944(C)	EDIT EVENT	PVH	Jurist Legal Status: N/A unless there is a change in the current legal status on the juvenile's file	AR: Line 11

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Entry of signed Supplemental Order of Disposition MCR 3.944(E)(1) <i>Modified Order of Disposition</i>	EDIT EVENT	SOD <i>Event follows PVH</i>	Date of entry of order Jurist	
Required Commitment Review Hearing MCR 3.945(B)(1) <i>Hearing to extend jurisdiction to age 21</i>	EDIT EVENT	RCR		AR: Line 14
Entry of Signed Order Following Review Hearing JC 57	EDIT EVENT	OFRV <i>Event follows RCR Event</i>	Date of Entry of Order Jurist	
Progress Review Act 150 MCR 3.945(C)(1) <i>182 day review hearing when jurisdiction has been extended pursuant to MCR 3.945(B)(1)</i>	EDIT EVENT	PRA		AR: Line 14
Entry of Signed Order Following Review Hearing JC 57	EDIT EVENT	OFRV <i>Event follows PRA Event</i>	Date of Entry of Order Jurist	

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Release Review Hearing MCR 3.945(C)(2) <i>Review hearing for release of rehabilitated juvenile prior to age 21.</i>	EDIT EVENT	RRH		AR: Line 14
Entry of Signed Order Following Review Hearing JC 57	EDIT EVENT	OFRV <i>Event follows RRH Event</i>	Date of Entry of Order Jurist	
Rehearings MCR 3.992	EDIT EVENT	REH		AR: Line 15
Show Cause Hearings	EDIT EVENT	SCH		AR: Line 16
Termination of Jurisdiction MCR 3.978	EDIT EVENT	OTJ		

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**COMMENTS:**

Per caseload instructions, “Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.” Therefore, a petition that is ***not*** waived, dismissed, transferred or placed on consent calendar, you must:

- Enter an event of **DSP** (Dispositional Hearing) using the date of the dispositional hearing (The DSP event is necessary for accurate reporting on the Activity Report), and
- Enter an event of **OFID** (Order Following Initial Dispositional Hearing (JC 14)) or **OJC** (Order Following Dispositional Hearing/Commitment or Referral to FIA/PA 150 (JC 25)) using the date that the signed dispositional order is entered (the OFID/OJC event is necessary for accurate reporting on Part 4 of Caseload).
- *All hearings* should be entered first with the hearing event (this is also the event that the order will be generated) and then at the time the order is signed enter an event for the entry of the order.
- Petitions that are first authorized, then waived, dismissed, transferred or placed on consent calendar do not require an event of **DSP** (Dispositional Hearing) or **OFID** (Order Following Initial Dispositional Hearing) to be counted on Caseload Part 4.

**PCN** events must be used to indicate a move from in-home placement to out-of-home placement.

- When a juvenile is moved to out-of-home placement, a placement (PCN) event must be entered on the system, with Custody of **Y**.
- When the juvenile is returned home, another placement (PCN) event must be entered on the system, with Custody of **N**.
- You may also continue to use placement (PCN) events to reflect a change in out-of-home placement, such as from one foster home to another or one detention facility to a foster home, using **Y** in the custody field.

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**Legal Status** (entered through the EDIT EVENT screen) should be entered when the legal status is first determined, and then only if there is a change in the legal status.

- Juvenile is placed on consent calendar probation; the legal status is entered as **PRO** or **CTS** (Probation or Court Supervision).
- Six months later, the juvenile has another petition filed and is made a temporary ward, supervised by the court, legal status is entered as **TWC** (Temporary Ward/Supervised by the Court).
- One year later, the juvenile has another petition filed, adjudication hearing is held and the juvenile continues as a temporary ward, supervised by the court (No **TWC** is entered, as there is no change in legal status).
- Two years later, the juvenile has another petition filed, adjudication is held and at the dispositional hearing the juvenile is made a temporary ward, supervised by the state, legal status is entered as **TWS**.

Since each Judge must report their case data individually by bar number, it is important that you enter the **Jurist** number at the “Jurist” field on the Edit Criminal/Juvenile Case screen. Referee numbers should not be entered at this field; there is a specific field for the referee’s number.